



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	Interagency Coordination Officer
<b>JOB ANNOUNCEMENT NUMBER</b>	25795
<b>SALARY RANGE</b>	\$89,924 - \$116,901 annually
<b>OPEN PERIOD</b>	7/2/14 – 7/16/14
<b>POSITION INFORMATION</b>	Rotational
<b>DUTY LOCATION</b>	McLean, VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>SUPERVISORY STATUS</b>	No
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

\*\*\*This position is open to detailees from other federal agencies as a rotational assignment only.\*\*\*

\*\*\*This announcement advertises a GS-13 position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade.\*\*\*

### Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government for analyzing and integrating all intelligence possessed or acquired by the United States Government pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. And it conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the federal government.

### Office Mission:

The National Counterterrorism Center (NCTC) Directorate of Strategic Operational Planning (DSOP) conducts standing and dynamic planning efforts, coordinating, integrating, and synchronizing counterterrorism (CT) plans across 29 federal departments and agencies with a role in counterterrorism. Working with interagency partners to identify goals, objectives, roles and responsibilities consistent with policy established by the National Security Staff, DSOP bridges the gap between overarching policy and implementation strategy. In addition, DSOP monitors USG department and agency plan implementation, assesses plan effectiveness, and assists the Office of Management and Budget in tracking interagency CT budget allocations.



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## Group/Branch Information:

The Homeland, Domestic CVE, and Cyber Group (HCC) advocates, integrates, and supports USG Homeland: Countering Violent Extremism; Cyber; and Counterterrorism strategic planning. HCC coordinates whole-of-government planning and implementation to unify efforts of CT and law enforcement officials at the federal, state, and local levels, while establishing and leveraging effective counterterrorism working relationships with key private partners.

## DUTIES:

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### Major Duties and Responsibilities:

Integrate and develop counterterrorism (CT) planning efforts in coordination and collaboration with other United States Government (USG) agencies.

Implement interagency plans by coordinating and integrating competing requirements and priorities of multiple stakeholders; plan and participate in interagency meetings.

Identify gaps and impediments that are negatively impacting successful plan implementation efforts and develop solid and well-researched recommendations for policies/procedures designed to reduce these gaps.

Prepare and present briefings, reports, and presentations to National Counterterrorism Center (NCTC) leadership, senior policymakers, National Security Staff, and other USG consumers in a manner that meets their specified requirements.

Coordinate interagency and cross-directorate collaboration on programs and objectives; evaluate and assess these efforts to ensure their success.

Promote and share information and knowledge within NCTC and with other government agencies, and effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations.

Develop and continually expand personal expertise in facilitating the cooperation and effective coordination of organizations within NCTC, the Intelligence Community, and other USG agencies.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

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### Required Knowledge, Skills and Abilities:

Ability to develop innovative and flexible solutions for complex cross-organizational issues, taking initiative and making key contributions to group efforts.

Thorough interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment.

Ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences, to include senior-level policymakers.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Ability to assist in leading the interagency planning efforts for complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.

Desired KSAs:

Thorough knowledge of and experience with the mission, charter, roles and responsibilities of the counterterrorism community and the interrelationships of its customers and stakeholders.

## HOW YOU WILL BE EVALUATED:

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You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

## BENEFITS:

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.



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## HOW TO APPLY:

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### \*\*\*HOW TO APPLY\*\*\* (DETAILEE APPLICANTS)

**DETAILEE:** A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

**SF-50 – All current Federal Government employees must submit a copy of their most current SF-50.**

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

**Any application submitted directly by an IC employee to the gaining element will not be considered.**

### WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

## AGENCY CONTACT INFO:

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ODNI Recruitment

Phone: (703)275-3663

Email: [RECRUITMENT@DNI.GOV](mailto:RECRUITMENT@DNI.GOV)

### WHAT TO EXPECT NEXT:

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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.